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MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS OPEN EXAMINATION.

LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **DATA PROCESSING MANAGER III**

POSITION TITLE: **ENTERPRISE ARCHITECT**

SALARY: **\$7118 - \$8239**

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: **APRIL 7, 2009**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Information Technology (IT) Enterprise Technology Investment Division, a CEA III, the Enterprise Architect provides leadership, direction, and coordination of work activities and resources for the Enterprise Architecture (EA) Office. The EA Office is responsible for defining the EA framework, methodology, and architecture review processes. The incumbent is expected to maintain professional relationships with executives and experts throughout the enterprise to gather and articulate the current and future state EA. The incumbent regularly interacts with individuals at all levels and resolves the most complex issues. The work is performed within the State's and Department's mission, vision, values, and strategic direction. The incumbent acts as the representative to any external EA groups, such as the State of California EA Committee, Service Oriented Architecture (SOA) Governance Committee, and other agencies or departments in order to promote integration. The incumbent is a technology generalist with a solid understanding of current technologies who has proven management abilities, and excellent conceptual, analytical, communication, and leadership skills. The incumbent develops,

manages, and governs EA based upon the business strategic direction. Responsibilities include, but are not limited to:

- Facilitates the development, implementation, and management of the EA framework for data, service, technology, and business reference models. Plans and implements enterprise changes based upon the defined future state EA, through guidance and governance processes. Develops and manages the EA Office's communication strategy. Communicates and promotes the EA process, outcomes and results to the Department's executives, stakeholders, managers, project managers, and staff. Provides regular reports to the Enterprise Technology Investment Division Chief and other stakeholders. Collaborates with other programs related to EA.
- Establishes and regularly reviews goals, objectives, budget and staffing for the EA Office. Develops the EA Office tactical plans to meet established goals and objectives and supports the Department. Provides leadership, guidance and direction for the EA Office staff to ensure office plans are accomplished within budget according to the quality, timeliness, performance, and security standards established for operation. Establishes and monitors a structured development program for the EA, Requirements management, Information Architect and database administrator roles.
- Provides direction and support to Department personnel including the Information Security Officer, project managers, IT managers and staff, and consultants regarding EA policies, standards, and processes.
- Represents the Department on any external EA committees including the State of California EA Committee, SOA Governance Committee, and other agencies or departments in order to promote integration. Make presentations regarding the Department's EA program to internal and external stakeholders.
- Assists in the recruitment of new EA employees.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications by the final file date in order to participate in this examination.

Either I

Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager I, at least one year of which shall have been in a management assignment.

Or II

Three years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager II.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department's goals and policies; department's equal employment opportunity objectives; a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives; and principles of the governmental functions and organizations at the State level, including the legislative process.

Ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively contribute to the department's equal employment opportunity objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of EA principles and practices.
- Demonstrated knowledge and ability to develop and implement EA principles and practices.
- Demonstrated knowledge and ability to effectively direct, plan, organize and oversee the management of mission-critical and highly complex EA projects from inception to completion.
- Demonstrated knowledge and ability to effectively manage an interdisciplinary project team.
- Demonstrated experience with developing and conducting formal presentations for executive staff, representatives, and other Government offices.
- Demonstrated experience in effective written and oral communication.
- Demonstrated knowledge of state processes, laws, rules and policies.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. The application should **specify the classification; position title and the MSP number 9MSP08** being interviewed for.
- No faxed or e-mail applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **APRIL 7, 2009**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (9MSP08)
1727 30th Street, MS-86
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE
ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.